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SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
ADMINISTRATION COMMITTEE

February 1, 2007

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**MINUTES**

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**THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.**

The Administration Committee held its meeting at SCAG Offices, Downtown, Los Angeles, CA. The meeting was called to order by Toni Young, Chair, Port Hueneme. There was a quorum.

**Members Present**

Baldwin, Harry	City of San Gabriel
Bowlen, Paul	City of Cerritos
Burke, Yvonne	County of Los Angeles
Edney, Jon	City of El Centro
Loveridge, Ronald	City of Riverside
McCallon, Larry	City of Highland
Nowatka, Paul	City of Torrance
Ovitt, Gary	County of San Bernardino
Pettis, Greg	City of Cathedral City
Wapner, Alan	City of Ontario
Washburn, Dennis ( <b>Vice Chair</b> )	City of Calabasas
Young, Toni ( <b>Chair</b> )	City of Port Hueneme

**Members Not Present**

Aldinger, Jim	Manhattan Beach
Becerra, Glenn	City of Simi Valley
Clark, Margaret	City of Rosemead
Dixon, Richard	City of Lake Forest
Lowenthal, Bonnie	City of Long Beach
Masiel, Andrew	Pechanga Band of Luiseno Mission Indians
O'Connor, Pam	City of Santa Monica
Parks, Bernard	City of Los Angeles
Roberts, Ron	City of Temecula

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**1.0 CALL TO ORDER & PLEDGE OF ALLEGIENCE**

Hon. Toni Young, Chair, Port Hueneme, called the meeting to order at 9:05 a.m.

**2.0 PUBLIC COMMENT PERIOD**

None.

**3.0 REVIEW and PRIORITIZE AGENDA ITEMS**

**4.0 CONSENT CALENDAR**

**4.1 Approval Item**

4.1.1 Minutes of January 4, 2007

4.1.2 Contracts Amendments over \$75,000

4.1.3 Approval to Add Funds to Sole Source  
Contract with Lindell L. Marsh

4.1.4 10<sup>th</sup> Annual Regional Economic  
Forecast Conference

**4.2 Receive and File**

4.2.1 Contracts/Purchase Orders \$5,000 to \$250,000 and MOUs Between  
\$5,000 to \$250,000

Motion was made (McCallon) to approve the Consent Calendar. Motion was seconded (Baldwin) and unanimously approved.

**5.0 ACTION ITEMS**

**5.1 FY 06 Comprehensive Annual Financial Report**

*This item was pulled and deferred to the Regional Council.*

**5.2 Structure of Meeting Day**

The Committee expressed a concern that there is not enough time given to the various policy committees to thoroughly explore the information presented; items are often unheard due to insufficient time. An alternative outline, maintaining part

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of the existing structure is needed to enhance the efficiency and effectiveness for the committee members. Staff presented a matrix of ten potential changes to the meeting schedules for consideration by the Committee. After discussion, it was decided to form a subcommittee to discuss options and report back to the Committee. The subcommittee members include Toni Young, Ronald Loveridge, John Edney, Paul Bowlen and Gary Ovitt; staff will consist of, Mark Pisano, Executive Director and Justine Block, Deputy Legal Counsel.

**6.0 INFORMATION ITEMS**

- 6.1 Number of Proposals Received**  
**Response to SCAG Solicitations**  
***Item was pulled and deferred to the Regional Council.***

**6.2 CFO Monthly Financial Report for December 2006**

Wayne Moore, CFO, reported:

- The Accounting division's treasury operations have been undergoing some internal review and improvements. The department purchased a check signing machine for checks up to \$10,000. This will eliminate 70% of checks that are signed manually. The process will be implemented this month.
- Negotiations are underway with our current payroll service provider to provide SCAG with reduced pricing. SCAG could save approximately \$6,000.00 annually in cost and services for payroll processing.
- Budgets and Grants staff finalized the draft proposal for the FY07-08 overall work program and comprehensive budget. The budget presentation will be presented at the Regional Council meeting.
- Leyton Morgan is the Contract Manager for SCAG.
- The Audit Committee and Personnel Committee will have a joint meeting on February 8, 2007 to discuss the impacts and financial cost associated with the reporting of Post Retirement Benefits; which is a requirement for FY09.

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**7.0 FUTURE AGENDA ITEMS**

A progress report by the Sub-Committee on the "Structure Meeting Day" outline.

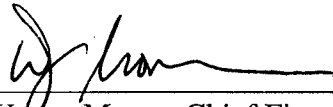
**8.0 ANNOUNCEMENTS**

**9.0 ADJOURNMENT**

Hon. Toni Young, Chair, adjourned the meeting at 9:20 a.m.

The next meeting will be held at the Downtown Los Angeles SCAG offices on Thursday, March 1, 2007.

Minutes Approved by:



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Wayne Moore, Chief Financial Officer  
Staff to the Administration Committee